



Department of Defense DIRECTIVE

NUMBER 5030.54

August 8, 1973

Incorporating Through Change 2, April 14, 1989

DA&M

SUBJECT: Federal Executive Boards

References: (a) Presidential Memorandum for Heads of Departments and Agencies,
dated November 10, 1961

1. PURPOSE

This Directive establishes program objectives and assigns responsibilities for DoD participation in Federal Executive Board (FEB) activities, which was established by the President in 1961 (reference (a)) to provide a formal organization under which Federal executives, in selected cities, could focus their cooperative efforts to benefit the Federal Government and the community in which they serve.

2. APPLICABILITY

The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, and the Defense Agencies (hereinafter referred to collectively as "DoD Components").

3. OBJECTIVES

The primary objectives of this Directive are to:

3.1. Facilitate and improve effectiveness of Government-wide policy implementation. (Examples of these areas are equal employment opportunity, contract compliance, minority business enterprise, President's Veterans Program, summer youth program, and merit promotion.)

3.2. Improve service to the community through full cooperation and coordination in United Giver Fund Campaigns, blood donor drives, Domestic Action programs, emergency planning, consumer education and information, environmental quality, youth services (juvenile crime prevention, drug abuse, and probation counseling); and other continuing community needs; and

3.3. Improve the quality of the Federal Service through programs which include: equipment and facility sharing, public information and community relations, ADP Councils, Federal Safety Councils, and Personnel Councils, where they exist; establishment of Federal Information Centers, Management Improvement, and Employee Training and Awards.

4. ORGANIZATION AND RESPONSIBILITIES

4.1. Federal Executive Board members are designated as outlined in enclosure 1.

4.2. In carrying out DoD responsibilities for the Board:

4.2.1. The *Director of Administration and Management, Office of the Secretary of Defense (DA&M, OSD), shall:*

4.2.1.1. Serve as the DoD representative and provide overall DoD coordination of FEB matters with the Office of Personnel Management (OPM).

4.2.1.2. Provide leadership to points of contact in the DoD Components.

4.2.1.3. Provide all possible support to the DoD Components on FEB matters.

4.2. The Secretaries of the Military Departments, and the Directors of the Defense Agencies *shall:*

4.2.1. Assign a point of contact to serve as the DoD Component's Washington representative for FEB activities.

4.2.2. Provide all possible support to DoD-FEB members from the Washington level.

4.2.3. Ensure that DoD Component executives located in areas or cities served by FEBs will serve on the FEB and provide maximum support to the accomplishment of program objectives.

4.2.4. Provide staff personnel and financial support, as required.

4.2.5. Give recognition to DoD executives in the field for demonstrating superior accomplishments or outstanding FEB performance. Letters of commendation and awards resulting from participation in the FEB program should be included in the official personnel file of the individual concerned.

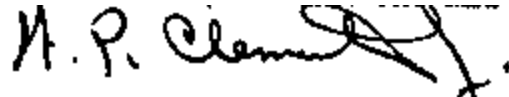
4.2.6. Ensure that when officials of the DoD Components are visiting cities where FEBs are located that arrangements are made to attend an FEB meeting, if possible. A brief account of such meetings should be sent to the DoD Component's point of contact.

5. REPORTS

An annual Summary report of program objectives and accomplishments is submitted at the end of each fiscal year to the Office of Regional Operations, OPM by each FEB Chairman. The Office of Regional Operations screens and summarizes these annual reports and sends copies of their summary to the President, the Washington FEB agency representatives, and each FEB. When the Chairman of an FEB is also a DoD member, a courtesy copy of the annual report submitted to the OPM should also be forwarded to the *Director of Administration and Management, OSD*.

6. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Two copies of implementing instructions shall be forwarded to the *Director of Administration and Management, OSD* within 60 days.


Deputy Secretary of Defense

Enclosures - 1

E1. FEB Membership

E1. ENCLOSURE 1

FEB MEMBERSHIP

E1.1.1. Federal Executive Board members are designated by the Heads of their respective Agency, and are the highest officials of the Federal Government who are located in the metropolitan area for which the FEB is responsible. These officials constitute the official membership of the respective FEBs and since membership resides with the position, new incumbents of these positions automatically become Board members. Membership is limited to this level in order to ensure adequate authority and to emphasize top management's responsibility for Board effectiveness.

E1.1.2. Each Board member will designate an alternate to participate in Board activities when the principal is unable to attend. The alternate should be the principal deputy of the Board member.

E1.1.3. Elected officers are the Chairman, Vice Chairman, and usually, members of a policy committee. The Chairman appoints standing and ad hoc committees to accomplish the work of the Board, which may include additional Federal employees and frequently officials of other levels of Government and private groups.

E1.1.4. Administrative and clerical assistance will be provided by member Agencies as the situation warrants.